

# **List of CPRT and CPRTF Instructions Updates and Clarifications**

## **Consumer Products Reporting Tool (CPRT) Instructions Update**

### ***Table of Contents***

Page 2 Updated titles for Appendix D and Appendix G.

### ***Survey Applicability***

Page 3 Clarified that foreign-based companies must complete 2013 Consumer and Commercial Products Survey (2013 Survey) if they meet the Responsible Party criteria.

### ***Types of Products to Report...and Not to Report***

Page 4 Clarified that Fuels and Hydraulic Fluids and supplements intended for ingestion are excluded from reporting.

Page 4 Clarified reporting requirements for Aerosol Coating and Aerosol Adhesive products.

### ***Consumer Products Reporting Tool (CPRT)***

Page 5 Added clarifications to describe the version code stamp and clarified that a user of the CPRT does not need to understand how to use Microsoft Access to complete the 2013 Survey.

### ***Ingredients Dropdown***

Page 8 Added clarification to not include dashes when entering the CAS # into the CPRT.

### ***Backup Data***

Page 9 Clarified backup data feature (see separate document on the 2013 Survey homepage for more information).

### ***Restore Data***

Page 9 Clarified restore data feature (see separate document on the 2013 Survey homepage for more information).

### ***Responsible Party***

Page 11 Added clarifications that foreign-based companies have to enter the country name in the "State" data field and enter either the postal code or the number "1" in the "ZIP" data field when entering addresses.



- Page 12 Clarified that “total worldwide gross annual receipts” have to be reported when selecting “Gross Income” from the dropdown menu.
- Page 12 Added clarification that “Contract Employees” include temporary, consultant, contractor, and/or contract service employees. As the number of these employees can be fluid, a representative number of employees that best describe the overall number of contract employees throughout the year must be chosen.”
- Page 12 Clarified that foreign-based companies must also choose a representative industry description from the list of NAICS Codes.
- Page 13 Added clarifications that foreign-based companies have to enter the country name in the “State” data field and enter either the postal code or the number “1” in the “ZIP” data field when completing mailing address for the parent company.

#### ***Formulator(s)***

- Page 14 Clarified that formulator contact information only needs to be entered once.
- Page 15 Added clarification that “NR” means “not required.”
- Page 15 Added clarifications that foreign-based companies have to enter the country name in the “State” data field and enter either the postal code or the number “1” in the “ZIP” data field when completing mailing address for the product formulator company.

#### ***Fragrance Formulator(s)***

- Page 15 Added clarification that if the Responsible Party is also the fragrance formulator, then the Responsible Party must complete the fragrance formulator contact information for fragrances generated “in-house.”
- Page 16 Clarified that fragrance formulator contact information only needs to be entered once.
- Page 16 Added clarifications that foreign-based companies have to enter the country name in the “State” data field and enter either the postal code or the number “1” in the “ZIP” data field when completing mailing address for the fragrance formulator company.



### ***Product Grouping***

- Page 18 Clarified parenthetical use of the word (limited).
- Page 19 Clarified that specific questions regarding product grouping can be emailed to [csmrpord@arb.ca.gov](mailto:csmrpord@arb.ca.gov).
- Page 19 Clarified that users must include the file type in the group label file naming convention.

### ***Products***

- Page 21 Changed the character limit for the full product name from 150 to 250.
- Page 22 Clarified that the CPRT automatically defaults to an individual product of “1” for kits.
- Page 23 In the example, changed “fragrance sales number” to “fragrance tracking code.”
- Page 23 Added definition to “self” in “who will provide the formula?” field.
- Page 23 Added clarification that “NR” means “not required.”
- Page 23 Added clarification that a product label for each product must be submitted for Aerosol Coating Products and Aerosol Adhesive Products.
- Page 24 Clarified that users must include the file type in the image file naming convention.
- Page 24 Added clarification that if there are multiple label files for a single product that together reflect the complete product label, they need be to combined and saved into one file.
- Page 24 Added clarification that product units sold at federal military facilities in California must be also reported.
- Page 24 Clarified how to enter a density of “1” for volume products.
- Page 25 Clarified data fields for delivery or packaging systems.
- Page 25 Clarified data fields for dispensed forms of the product.



- Page 27 Clarified that an entry of “NA” is required for products that are not over-the-counter (OTC) drugs. The CPRT does not allow a blank entry for this data field.
- Page 27 Clarified that an entry of “NA” is required for products that are not FIFRA registered products. The CPRT does not allow a blank entry for this data field.
- Page 27 Added clarifications for reporting products with fragrance ingredients.
- Page 27 Added clarifications to the Fragrance Formulator data fields
- Page 28 Changed the data field name “Fragrance Sales Code” to “Fragrance Tracking Code.”
- Page 28 Clarified how to enter additional fragrance information as a comment in the comment field.

### ***Formulations***

- Page 29 Clarified that formulators are required to submit ingredient data to ARB directly, by using the CPRT for formulators (CPRTF).
- Page 30 Added additional clarification that formulators will complete the formulation information via the CPRTF.
- Page 31 Reorganized and clarified the sections that describe how to enter ingredient information for each product.
- Page 32 Added language that described the need for greater speciation for a “Floor Polish or Wax” products.
- Page 33 Clarified how to report fragrance content (wt %) for products formulated with more than one fragrance ingredient.
- Page 33 Added clarifications related to CAS numbers assignment.
- Page 33 Added clarification that no dashes should be included when entering the CAS # into the CPRT.
- Page 33 Added a description for the “Conf” data field header.



Page 33 Added text boxes highlighting import features.

### ***Import Formulations***

Page 35 Revised the output text file name to correct file naming error: changed “ProductErrors.txt” to “FormulaErrors.txt.”

### ***Review Submitted Data***

Page 40 Added language to describe how ARB staff intends to release preliminary data summaries.

## **CPRT for Formulators (CPRTF) Instruction Updates**

### ***Ingredients Dropdown***

Page 4 Added clarification to specify that dashes should not be included when entering the CAS # into the CPRTF.

### ***Backup Data***

Page 4 Added clarification to Backup Data Feature.

### ***Restore Data***

Page 5 Added clarification to Restore Data Feature.

### ***Company Information***

Page 7 Added clarifications that foreign-based companies have to enter the country name in the “State” data field and enter either the postal code or the number “1” in the “ZIP” data field when entering addresses.

### ***Client Information***

Page 9 Added clarifications that for foreign-based companies, the country name has to be entered in the “State” data field and either the postal code or the number “1” to be entered in the “ZIP” data field when completing mailing address for the client’s company.

### ***Fragrance Formulator***

Page 11 Added clarifications that for foreign-based companies, the country name has to be entered in the “State” data field and either the postal code or the number “1” to be entered in the “ZIP” data field when completing mailing address for the fragrance formulator company.

### ***Product Ingredient Details***

Page 16 Relocated and described “conf” data field.



- Page 16 Reorganized and clarified the sections that describe how to enter ingredient information for each product.
- Page 17 Added language that described the need for greater speciation for “Floor Polish or Wax” products.
- Page 17 Clarified how to report fragrance content for products formulated with more than one fragrance ingredient.
- Page 18 Added clarification that no dashes should be included when entering the CAS number.

## **Appendices Updates**

### ***Appendix A: 2013 Survey Product Category List and Codes***

The list of survey categories was updated. The three following categories were removed:

70201 - Additives for antifreeze

70202 - Antifreeze

70215 - Oil additives

### ***Appendix C: List of Chemical Compounds***

Minor modifications to the List of Chemical Compounds

### ***Appendix D: LVP-VOC, Inorganic, and Group Total Ingredients to Report***

List of LVP-VOC Ingredients to be reported was modified.

Page 5 Added a separate table to specify all Inorganic Compound and Grouped Total Ingredients to be reported.

### ***Appendix E: List of Hydrocarbon Solvent Bins***

Added several minor modifications/clarifications to the hydrocarbon solvent name and/or the name of the manufacturer.

### ***Appendix G: Consumer Product Definitions***

Added clarification that the 2013 Consumer Products and Aerosol Coating Products Regulations Amendments have been approved by the Office of Administrative Law on September 17, 2014. It was filed with the Secretary of State on September 17, 2014, and will become effective on January 1, 2015.